

20 NOV 1958

14 November 1958

OFFICE OF PERSONNEL MEMORANDUM NO. 20-410-26

SUBJECT: Clerical In-Hiring-Rates

1. Effective immediately, the following in-hiring-rates for clerical personnel are established:

POSITION AND GRADEQUALIFICATION REQUIREMENTS

Clerk	GS-3	High school graduate with satisfactory score in general Agency tests.
Clerk	GS-4	High school graduate with satisfactory score in general Agency tests <u>plus</u> one year general office clerical experience.
Clerk-Typist	GS-3	High school graduate with satisfactory scores in general Agency tests and typing tests.
Clerk-Typist	GS-4	High school graduate with satisfactory scores in general Agency tests and typing tests, <u>plus</u> one year general office clerical experience including typing.
Clerk-Stenographer	GS-4	High school graduate with satisfactory scores in general Agency tests and stenographic tests.
Clerk-Stenographer	GS-5	High school graduate with satisfactory scores in general Agency tests and stenographic tests, <u>plus</u> one year secretarial experience or graduation from recognized college or university or a two year specialized secretarial school.

a. Clerks and clerk-typists will be recruited at the normal maximum of GS-4 although exceptions may be authorized in the case of technical clerical positions when applicants are in short supply (i.g. communication code clerks). Vacancies in clerical positions will normally be filled by promotion from within or by the transfer of qualified personnel between offices.

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NO CHANGE IN CLASS ☒☐ DECLASSIFIED

CLASS. CHANGED TO: TS, S, C

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b. Secretarial applicants of a GS-6 or GS-7 level employed by other Government agencies and who desire to transfer to CIA without a break in service may be given consideration for employment at the GS-6 level provided they are exceptionally well-qualified and willing to accept overseas assignment. Each case will be evaluated and approved by the Chief, Personnel Operations Division.

2. The provisions as outlined above do not affect a salary or grade commitment made to an applicant prior to the effective date of this memorandum.

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Gordon M. Stewart
Director of Personnel